

North Carolina Department of Public Safety

NEW EMPLOYEE ORIENTATION ACKNOWLEDGEMENT AND STATEMENT OF UNDERSTANDING

By my signature below, I certify that I have been provided with a New Employee Orientation Manual or have been advised how to access the manual online. I understand that it is my responsibility to read, understand, and adhere to the policies, provisions, and processes contained in the New Employee Orientation Manual. Further, I understand that it is my responsibility to contact the appropriate manager at my work location for an explanation if I have questions concerning any of the information contained in the New Hire Orientation Manual.

Organizational Structure

Organization Vision, Mission, Goals, & Values

The HR Payroll System

- Position Settings
- Weekly Time Reporting for NON ESS/MSS
- Weekly Time Reporting for ESS/MSS
- Leave Quotas
- Pay

Leave

- Vacation Leave
- Sick Leave
- Bonus Leave
- Holidays/Holiday Leave
- Compensatory Leave
- Community Service Leave
- Civil Leave
- Military Leave
- Adverse Weather Leave
- Family and Medical Leave (FMLA)
- Family Illness Leave (FIL)
- Voluntary Shared Leave
- Leave Without Pay

Longevity Pay

Retirement Benefits

Supplemental Retirement Options

Disability Income Plan of NC (Short/Long Term)

Worker's Compensation

Death Benefit

Health Insurance Benefit

NC Flex Benefits

Enrollment Information

Affordable Care Act

Law Enforcement Specific Benefits

Employee Assistance Program

WeCare

Performance Management

Disciplinary Action and Grievances

Employment Policies & Information

- Appointment Types
- Merit-Based Hiring and Selection
- Equal Employment Opportunity
- Americans with Disabilities Act
- Employment of Relatives
- Secondary Employment
- Salary Adjustment

Records and Release of Information

- Personnel Records
- Records Open for Inspection
- Procedures for Release

Professional Standards and Conduct

- Personal Appearance
- Workplace Violence
- Unlawful Workplace Harassment
- Prison Rape Elimination Act (PREA)
- Personal Dealing with Offenders
- Limitation of Political Activity
- Reporting Theft /Misuse of State Property
- Alcohol and Drug Free Workplace
- Employee Gift Ban
- Criminal Convictions with Firearms
- Criminal & Motor Vehicle Offenses
- Criminal Offenses for Certified Officers
- Domestic Violence Orders
- Providing Inmates with Cell Phones
- Travel Policy
- State Vehicle Use
- Interacting with the Media

Workplace Safety & Health

- HIV/AIDS

Information Technology Policies

- Internet / Email Acceptable Use
- Laptop and Mobile Device Use
- Copyright Infringement
- Social Media

Employee **PRINTED** Name

Employee Signature

Date

Trainer/Witness/Supervisor Signature

Date